



2005-2007 Building for the Arts (BFA) Grant Guidelines

COMPETITIVE GRANT PROGRAMS:

- Building for the Arts ■
- Community Services Facilities ■
- Youth Recreational Facilities ■

LEGISLATIVE GRANT PROGRAMS:

- Local Capital Projects ■
- Job Creation & Infrastructure ■

Up to \$1 million for arts and cultural facilities
As much as 20 percent state match of total project costs

Application Deadline: Friday, May 14, 2004 at 5 p.m.

Application workshops April 19, 2004 in Seattle and
April 22 in Moses Lake (see back page for details)

CTED Capital Programs

P.O. Box 42525
Olympia, WA 98504-2525
(360) 725-3019
capprograms@cted.wa.gov

www.cted.wa.gov
and then click on
Local Government /
Community Development Programs /
Capital Programs



STATE OF WASHINGTON

DEPARTMENT OF COMMUNITY, TRADE AND ECONOMIC DEVELOPMENT
906 Columbia St. SW • PO Box 48300 • Olympia, Washington 98504-8300 • (360) 725-4000

Dear Reader:

We are excited to begin the eighth grant cycle of the Building for the Arts (BFA) program. This funding source has helped to make arts and cultural facilities more accessible to all of Washington's citizens. To date, BFA has awarded more than \$40 million in capital grants to non-profit arts organizations throughout the state.

Previous BFA applicants may notice that we've updated our program materials. One of our main objectives following the last grant cycle was to simplify the application process and make it more transparent. The new application package reflects that commitment, and we're confident you'll find the new materials more user friendly.

The number of contracts CTED Capital Programs administers has nearly doubled in the last two years, so we've added staff. I will continue to be the lead staff member for BFA, but if I'm not available you can also ask questions of Steve Salmi or Jason Zittel. I'd strongly urge you to discuss your project with our office before submitting an application (see page 3 for contact information). We look forward to seeing your application.

With Best Regards,

Daniel Aarthun, Manager
CTED Capital Programs

PS: I hope you can attend one of our grant application workshops (see the back page). I would love to learn more about your project!

FIVE STEPS TO GETTING THE GRANT

STEP 1: Decide whether you are eligible — and ready to apply

Before starting to write your application we strongly recommend that you carefully read these guidelines, come to one of our grant application workshops (see back page), and discuss your project with CTED Capital Programs staff. Also take a look at the timeline for awarding funds (see page 4) to make sure that it fits with your cash-flow needs.

STEP 2: Complete your application packet

Your chances of success in obtaining a BFA grant are heightened by following all instructions for putting your application packet together. You can obtain an application template from our web page or by contacting us at capprograms@cted.wa.gov.

STEP 3: Discuss your project with the BFA Advisory Board

Those applicants whose projects make it past a preliminary staff review will be invited to testify before the board and answer its questions (see 2.7 on page 7).

STEP 4: Negotiate a contract

If the BFA board recommends funding and it is approved by the governor and Legislature in the 2005-2007 capital budget, CTED Capital Programs will draft a contract with your organization before disbursing the funds. See pages 8-9 for contracting requirements . . . some of which you may want to start thinking about now.

STEP 5: Submit reimbursement materials

This is a reimbursement-style grant. That means no advance payments (see 3.5 on page 9). However, we've worked hard to make the paperwork straightforward.

CTED CAPITAL PROGRAMS CONTACTS:

Manager /
Daniel Aarthun
360/725-3007
dana@cted.wa.gov

Building for the Arts
Program / **Daniel Aarthun**
(see above)

Community Service Facilities
Program / **Steve Salmi**
360/725-3021
steves@cted.wa.gov

Youth Recreational Facilities
Program / **Jason Zittel**
360/725-3008
jasonz@cted.wa.gov

Administrative Assistant /
Vernita Shye
360/725-3019
capprograms@cted.wa.gov

CTED MANAGEMENT:

Director / **Juli Wilkerson**

Local Government Division
Assistant Director /
Nancy K. Ousley

Community Development
Programs Managing Director /
Steven K. Washington

WHERE TO FIND IT

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PART 1: PROGRAM BACKGROUND

1.1 Program purpose

Building for the Arts (BFA) awards state grants to non-profit performing arts, art museums and cultural organizations to defray up to 20 percent of eligible capital costs of facility acquisition and *major* new construction or renovation projects.

Minor works such as general maintenance and repairs, American with Disabilities Act (ADA) upgrades, theater sound and lighting equipment, or public art displays or works of art will not be funded as stand-alone projects. These improvements will be considered for a BFA grant only as part of a major facility development or renovation project.

The maximum grant award for the 2005-2007 biennium is \$1 million. There is no minimum grant award amount. The BFA Advisory Board, which ranks grant applications, reserves the right to modify the amount of any request for funding.

What's an ideal project? Successful projects display:

- a compelling community need for public assistance;

- a cost-effective response to the need or an opportunity that has been identified by the applicant and is supported by relevant stakeholders;

- a clear and feasible plan for completing the proposed facility and maintaining its operation into the foreseeable future; and

- credible evidence that the results will be commensurate to the amount of public funds requested.

This is a highly competitive grant program, so prospective applicants are encouraged to take the applicant readiness assessment (see pages 10-11) before starting to write their application.

You are also encouraged to attend one of our application workshops (see back page) and discuss your project with CTED Capital Programs staff. We can give you more specific feedback about your project's potential competitiveness and offer suggestions for developing the best possible application.

WHAT'S NEW:

Be sure to use our new and easy-to-use application template. It's available on our web page in Microsoft Word. We'd be happy to e-mail you the template.

This publication is available in an alternative format upon request. Events sponsored by CTED are accessible to persons with disabilities. Accommodations may be arranged with a minimum of 10 working days notice by calling 360/725-3019.

2005-2007 BFA GRANT DATES

| | |
|--|------------------------------|
| Application workshops (westside and eastside) | April 19 and 22, 2004 |
| Applications due | May 14, 2004 (no exceptions) |
| Notification of preliminary review results | Early June, 2004 |
| BFA Advisory Board work session | June 21-22, 2004 |
| Recommendations forwarded to governor | September 2004 (estimated) |
| Governor releases proposed capital budget | December 2004 (estimated) |
| 2005-2007 capital budget signed into law | June 2005 (estimated) |
| CTED Capital Programs may begin disbursing funds | September 2005 (estimated) |

BFA relationship with the Capital Projects Fund

The Washington State Historical Society administers the Capital Projects Fund, which awards construction grants to some organizations that may also be eligible to apply to Building for the Arts. You may submit funding applications to both programs, but may *not* receive grants from both concurrently. In the event that both programs offer a grant for the same project in the upcoming biennium, you may accept only one award.

1.2 Who may apply

All projects must be dedicated to arts-related purposes (see right sidebar for definition). In addition, applicants must meet the following eligibility standards *at the time the application is submitted*. They must:

- be registered in the state of Washington as a non-profit organization dedicated to arts-related or cultural purposes, possess a current or advance ruling 501(c)(3) Internal Revenue Service registration, and have a legally constituted board of directors;

- have control of the project site through ownership, an option for purchase, or a long-term lease (five years minimum with an option to renew);

- demonstrate significant public access to the facility; and

- have made substantial progress in an active capital fundraising campaign dedicated to the project, or have secured all funding needed to complete the project.

Community centers are not considered a cultural facility, and thus not eligible for funding.

Joint applications will be considered as long as the applicant is a qualified non-profit organization and the project is in an under-served area (geographically isolated or economically disadvantaged).

Joint applicants must provide a copy of an executed joint-operating agreement that:

- guarantees a minimum of 50 percent usage by community non-profit arts organizations;

- establishes which party has authority to set the facility's schedule; and

- contains a contingency plan to address the possibility of dissolution or other change of ownership, with the objective being to protect public funds.

Mixed-use facilities may be considered, but these projects will be funded at 20 percent of the eligible capital cost of the arts-related component only.

1.3 Dates to remember

The BFA program operates on a biennial (two year) grant cycle. As you can see from the timeline on page 4, awardees may not begin receiving their funds until September 2005.

Applicants should be cautious in using these dates for cash-flow planning purposes (see 2.6 on page 7). In addition, grantees cannot get access to their funds until all requirements have been met (see 3.4 on page 8).

1.4 Program history

More than \$40 million has been appropriated since the BFA program was created in 1991. Our mission is to coordinate the many requests the Legislature receives for support of arts-related capital projects. See our web page for a program history that includes a list of funded projects by biennium.

WHAT'S AN ARTS-RELATED PROJECT?

It must involve the construction, renovation or acquisition of facilities that focus on the active interpretation, performance, or exhibition of aesthetic traditions, practices, or works of art that characterize cultural values.

**STREET ADDRESS FOR
HAND DELIVERY ONLY:**

*Laurie Dschaak
Davis-Williams Building
3rd Floor - East
906 Columbia Street SW
Olympia, WA 98504-8350
(360) 725-3019*

SUCCESS TIP:

*More is **not** better
when it comes to
preparing your
application packet.
Please don't include
any supporting
documents not
specifically required.
Staff will discard them
so BFA Advisory Board
members aren't buried
in paperwork.*

PART 2: THE REVIEW PROCESS

2.1 Application submissions

Applications must be postmarked or received by Friday, May 14, 2004 at 5 p.m. We prefer that they are mailed rather than hand delivered. Please use the P.O. Box address listed on the front and back of these guidelines.

If hand delivered, your application must arrive at our office by 5 p.m. on the above deadline date (our street address is listed on the left).

In the interest of fairness, deadlines will be strictly observed and applications received after the deadline will be returned without review. Note that “postmark” refers to a United States Postal Service (USPS) postmark. Applications sent by facsimile machines (FAX) will not be accepted.

2.2 Preliminary review

After the submittal deadline, staff will review applications for eligibility and completeness. Those that are incomplete or do not meet the eligibility standards will not be forwarded to the BFA Advisory Board for review.

Qualifying applications may also be ranked by staff using the scoring criteria listed on page 7. Due to the large number of applications we receive, CTED reserves the right to not forward the least competitive proposals to the BFA board for review.

2.3 Applicant notification

After the preliminary review, each applicant will receive written notification from CTED Capital Programs as to whether their project has been forwarded to the BFA Advisory Board.

Successful applicants will receive

details about participation in a work session of the advisory board. Applicants whose projects are not forwarded will be informed of the reasons in writing, and are encouraged to discuss with our staff how to prepare a more competitive grant for the next funding cycle.

2.4 Advisory board role

The BFA Advisory Board helps develop program policy, reviews applications and recommends projects for funding. The board consists of volunteers from the public and private sectors with demonstrated expertise in funding, administering or advocating for social-service organizations. The director of the Washington State Arts Commission also serves on the board as a voting, ex-officio member.

The BFA board includes grant officers from major foundations. The caliber of your application and presentation before the board could influence your organization's success with funding sources beyond our program.

The scoring criteria used by the BFA board is summarized on page 7.

2.5 Appropriations process

The BFA board will forward its recommendations, in the form of a prioritized list, to the CTED director in the summer of 2004. If approved by the director, the list will be included in the agency's 2005-2007 capital budget request, which is submitted to the governor's budget office. If approved by the governor, the list will be included in his 2005-2007 capital budget request.

The 2005 Legislature will make the final determination as to which projects,

if any, will receive BFA grants, and the total amount of funds to be provided for the 2005-2007 biennium. The governor must sign the capital budget before any appropriation takes effect.

2.6 Availability of funds

Funds are usually available in mid-August or early September, but that date can vary depending upon factors such as when the state budget is approved and if there is a new governor. The time it takes to develop a contract will depend upon whether the awardee has met all funding conditions (see 3.4 on page 8).

Due to these uncertainties, awardees are advised to talk with our staff before building into their cash-flow projections when state funds may be available.

2.7 Testimony before board

The BFA board will convene a work session that is scheduled for Monday and Tuesday, June 21 and 22, 2004 in Seattle.

Applicants will be given 15-minute time slots to offer testimony about their proposals and to answer questions from board members. You are not required to attend in order to be considered for funding.

2.8 Appeals

The decisions of CTED Capital Programs are final and non-appealable. However, staff would be happy to assist you in strategizing how to develop a more competitive application in the next funding cycle.

REMEMBER THIS:

The scope of your project may not be significantly changed once you submit an application. This is one of a number of reasons why you may wish to wait until the next grant cycle if your project is in an early stage of development.

BFA SCORING CRITERIA AT A GLANCE

POINTS ASSIGNED BY FORMULA — up to 40 points out of a total of 100

- PERCENT OF PROJECT FUNDS RAISED – multiply percentage by .31 (up to 25 points)
- DESIGN WORK STARTED – if yes, add 5 points
- FUNDRAISING FEASIBILITY PLAN? – if yes, add 5 points
- PROJECT FEASIBILITY STUDY? – if yes, add 5 points

POINTS ASSIGNED BY REVIEWERS — up to 60 points out of a total of 100

- PROJECT READINESS – up to 15 points
Financial and managerial ability to complete the proposed capital project by June 30, 2007.
- ORGANIZATIONAL CAPACITY – up to 15 points
Financial and managerial ability to successfully run the completed facility.
- PROJECT RESULTS – up to 15 points
The degree the project will increase the efficiency and/or quality of services provided.
- COMMUNITY NEED – up to 10 points
Evidence of a clear need and credibility of documentation.
- STAKEHOLDER PARTICIPATION – up to 5 points
Evidence of building partnerships with relevant stakeholders.

The BFA Advisory Board's funding recommendations are based upon the numerical rankings summarized above *and* qualitative factors that may include (but are not limited to) geographic distribution of funds, a fair representation among artistic disciplines, and the degree to which applicants have access to other funding sources. See the applicant readiness assessment (pages 10-11) for more information on scoring criteria.

PART 3: CONTRACTING SPECIFICS

3.1 Eligible costs

Funds awarded under this program originate from the sale of state capital bonds. *BFA grants include no federal funds.* However, their use must comply with federal arbitrage regulations in addition to the policies and procedures of the state Office of Financial Management, the Treasurer and the Office of the Attorney General.

Capital budget funds may generally be used to pay for the following construction-related expenses:

- real property when purchased specifically for the project;
- design, architectural and engineering expenses;
- building permits and fees;
- construction costs (labor and materials);
- demolition/site preparation;
- capitalized equipment;
- information technology infrastructure (cables and wiring);
- construction management (*from external sources only*);
- initial furnishings (depending on use); and
- landscaping.

3.2 Ineligible costs

State funds cannot be used for internal administrative costs or project-management costs, fundraising expenses, feasibility studies, computers or office equipment, rolling stock, lease payments for rental of equipment or facilities, or to purchase motor vehicles.

In addition, none of these types of expenditures can be used to match state funds. As you complete the application, please keep in mind that *total* project

capital costs that your organization carries on its books may differ substantially from *eligible* capital costs according to this program's guidelines, and the state's maximum share of project costs may need to be revised accordingly.

3.3 Matching funds

BFA grants may be used to pay up to 20 percent of *eligible* project costs; the remainder must come from non-state sources. Non-state matching funds may consist of cash on hand, documented pledge commitments, the value of land acquired specifically for the project, and in-kind contributions when properly documented.

Grantees may also include the proceeds of a letter of credit or other binding loan commitment as part of their non-state matching funds. The value of land used as non-state match must be supported by an appraisal performed by a certified professional appraiser.

We can accept any eligible expenses incurred as far back as July 1, 2003 as part of the non-state matching contribution in the upcoming grant cycle.

3.4 Contracting conditions

Awardees must meet two requirements before they can begin drawing down their grant funds:

■ They must demonstrate in writing the financial capability to complete the project. This generally means that the entire amount of non-state matching funds must have been raised.

■ They must provide written evidence demonstrating site control, either through outright ownership of the subject property or a long-term lease.

REMEMBER THIS:

*This is a reimbursement-style grant, and you can start drawing down funds only after **all** other money needed to complete the project is committed (but not necessarily in hand). However, you can receive reimbursement for any eligible costs incurred as far back as July 1, 2003 (see 3.7).*

3.5 Advancing funds

Capital budget funds are available on a reimbursement basis only, and cannot be advanced under any circumstances. For the purposes of this program, reimbursable costs are costs that a contractor has already incurred and paid, or costs payable within 30 days.

3.6 Documenting expenses

We will reimburse contractors only after receiving copies of the original billing documents (invoices). We may, at our discretion, accept accounting ledger statements for minor, miscellaneous costs in lieu of original billing documents. In all cases, costs must be documented and auditable.

3.7 Reimbursing prior costs

We may reimburse grant recipients for costs incurred prior to the date a contract is executed, and as far back as July 1, 2003. The project start date must be accurately stated in the application in order for us to do so.

3.8 Change of ownership/use

Most of the capital projects constructed with state funds require that the facility or project be held by the contractor for a period of time appropriate to the amount of the state grant (in most cases a minimum of 10 years), and that the facility or project be used for the same purpose expressed in the enabling legislation or contract.

3.9 Prevailing-wage law

Projects receiving BFA funding may be subject to state prevailing-wage law (Chapter 39.12 RCW). To determine whether prevailing wages must be paid, applicants are advised to consult private counsel or the Washington Department of Labor and Industries.

CTED is not responsible for determining whether any prevailing-wage payments may be required by law.

3.10 Reappropriations

Some grant recipients may not be able to expend all their funds by June 30, 2007, which is the end of the 2005-2007 biennium. Any funds unexpended by that date will lapse unless reappropriated by the Legislature.

Although not legally obligated to do so, the Legislature generally reappropriates unspent funds for long-term capital projects such as those funded through this program.

3.11 Rescinding funds

If an organization does not begin drawing down its funds within 12 months of the start of the biennium (by July 1, 2006), we reserve the right to rescind that group's authorization and reallocate the funds to the next organization on the list.

That's the bad news. The good news is that a group which has its authorization rescinded may reapply for funding in future grant cycles.

SUCCESS TIP:

When building your budget, you are strongly advised to investigate whether your capital project falls under prevailing-wage law, which has been the subject of recent state court action (see 3.9).

BFA grants are charged an administration fee

CTED Capital Programs is authorized to retain up to 3 percent of each award to cover administration costs. In the 2003-2005 biennium, the administration fee for our competitive grant programs is 1.75 percent. We receive no state general fund dollars, so this is our sole source of funding.

PART 4: BFA GRANT APPLICANT READINESS ASSESSMENT

Step 1 will tell you whether your project is eligible for a grant during the current funding cycle. Step 2 is a self-diagnosis exercise. It **cannot** predict how we will rank your project, because that depends on currently unknown variables such as the number and quality of other applications that will be submitted. In addition to the scoring criteria listed in Step 2, the board may also consider qualitative factors summarized in Step 3. However, by carefully studying this readiness assessment, you can better anticipate the questions that will be asked by BFA reviewers.

Step 1: Are you eligible for a BFA grant?

- | | |
|--|---|
| <p>1.1 Is your project operated through a non-profit organization with current 501(c)(3) Internal Revenue Service registration? Yes ___ Advance ruling ___ No ___</p> <p>1.2 Is your organization also registered in the state of Washington as a non-profit corporation <i>dedicated to arts-related or cultural purposes</i> with a legally-constituted governing board? Yes ___ No ___</p> <p>1.3 Do you have control of the proposed facility through <i>either</i>:</p> <p>A. ownership of the site? Yes ___ No ___</p> <p>B. a purchase option on the site, or Yes ___ No ___</p> <p>C. a long-term lease (five years min. with an option to renew)? Yes ___ No ___</p> <p>(You must say "yes" to one of the above options as of the date you submit the application.)</p> | <p>1.4 Has your organization <i>either</i>:</p> <p>A. secured all funding needed to complete the project, or Yes ___ No ___</p> <p>B. made substantial progress in an active capital fundraising campaign dedicated to the project? Yes ___ No ___</p> <p>(You must say "yes" to one of the above options as of the date of the application submission.)</p> <p>1.5 Can you demonstrate that the facility will have significant public access? Yes ___ No ___</p> <p>1.6 Does your project involve the acquisition, construction or <i>major</i> renovation of one of the following types of facilities: a performing arts center, art museum or cultural facility? Yes ___ No ___</p> <p>1.7 Is your project a community center? This type of facility is not eligible for BFA funding. Yes ___ No ___</p> |
|--|---|

To be eligible for funding, you must have answered "yes" to questions 1.1 through 1.6 and "no" to Question 1.7. Each question represents an eligibility standard that must be met *at the time your application is submitted*. If you are unsure about how to answer a question, contact CTED Capital Programs staff.

Step 2: How competitive is your grant proposal?

The following questions are drawn from the selection criteria used by BFA reviewers to rank eligible applications. Applicants can earn up to 100 points.

- 2.1 POINTS ASSIGNED BY FORMULA (*up to 40 points out of a total of 100*)
- a. Percent of project funds raised – multiply it by .31 (up to 25 points)
 - b. Design work started – if yes, 5 points
 - c. Professionally prepared **fundraising** feasibility plan completed – if yes, 5 points
 - d. Professionally prepared **project** feasibility study completed – if yes, 5 points

2.2 REVIEW PANEL SCORING CRITERIA *(up to 60 out of a total of 100 points)*

- a. PROJECT READINESS – *Ability to complete the proposed capital project promptly (up to 15 points).*
Will your project have a reasonable chance of being completed by the biennium's end (June 30, 2007)? How realistic is the fundraising timeline? Is the project free of public debates that could delay it?
- b. ORGANIZATIONAL CAPACITY – *Ability to effectively run the completed facility (up to 15 points).*
How strong is your organization's financial and service-delivery track record? What is the average annual attendance at your events? How realistic is your assessment of the financial and managerial challenges of running the completed facility? Have you done an operations (business) plan? If a joint application, how stable is the partnership and transparent is the financial relationship?
- c. PROJECT RESULTS – *Degree project will increase the efficiency and/or quality of activities (up to 15 points).*
How significantly will the facility increase the efficiency and/or quality of services provided, measured in terms of outputs (quantities such as attendance) or outcomes (qualities such as the difference the facility will make in the lives of its patrons)? If a mixed-use project, to what degree is it focused on eligible arts-related activities?
- d. COMMUNITY NEED – *Evidence of a clear and compelling community need (up to 10 points).*
How significant is the need? How well documented is your needs assessment? How much emphasis does the project place upon serving ethnic groups, senior citizens, persons with disabilities, public schools, and disadvantaged or at-risk youth? Is there a big enough market to support the facility?
- e. STAKEHOLDER PARTICIPATION – *Partnerships with relevant stakeholders (up to 5 points).*
What is the applicant's demonstrated commitment to building partnerships with other stakeholders relevant to the targeted need (e.g., as expressed by the diversity of the applicant's board of directors)?

Step 3: The application review process

Reviewers are looking for well-planned capital projects that meet a pressing need, display broad support, will be completed promptly and, once done, are managed successfully.

One of our most important considerations is whether the project looks like it will be completed within two years of the appropriation. The percentage of funds raised (question 2.1a) is considered a key indicator, as is the perceived strength of an applicant's fundraising strategy (2.2a).

We want to reward careful planning, so formula points are given to projects that have started their design work (2.1b), and have completed a fundraising feasibility plan (2.1c) and a project feasibility study (2.1d).

The more complex your project, the more important it is to talk with us before writing your application. As a case in point, joint applications *may* be considered (see 1.2 on page 5), but we will look

at the stability of the partnership and the transparency of the financial arrangements. By the same token, loan pay downs of completed projects will be considered on a case-by-case basis, but — depending on other considerations — may not receive the same priority as ongoing projects.

Please remember that the BFA board's funding recommendations are based upon the numerical rankings listed above *and* qualitative factors that may include (but are not limited to) geographic distribution of funds, a fair representation among artistic disciplines, and the degree to which applicants have access to other funding sources.

You are strongly encouraged to attend a BFA grant application workshop (see back page). If you can't make it to one, then do yourself a favor and give us a call. We'd be happy to give you a "reality check" about your project and offer additional pointers.

SUCCESS TIP

The more complex your project, the more important it is to talk with us before writing your application.

- Get your questions answered
- Learn from other applicants
- Meet CTED Capital Programs staff

AT BUILDING FOR THE ARTS GRANT WORKSHOPS

Join us for a grant application workshop. These free workshops — offered in both eastern and western Washington — will consist of a brief presentation about this and our other competitive grant programs, followed by a step-by-step review of the application process, and a question-and-answer period.

Western Washington Workshop (Seattle)

Monday, April 19, 2004

1-4 p.m.

Town Hall

1119-8th Avenue

(corner of 8th and Seneca)

Seattle, WA 98101

For directions & parking information:

206/652-4255

<http://www.townhallseattle.org/directionsAndParking.cfm>

Eastern Washington Workshop (Moses Lake)

Thursday, April 22, 2004

1-4 p.m.

Moses Lake Convention Center

Rocky Ford Room

1475 Nelson Road NE

Moses Lake, WA 98837

For directions & parking information:

509/766-1416

<http://www.moseslakeecc.com/visitor.html>

CTED Capital Programs

P.O. Box 42525

Olympia, WA 98504-2525

(360) 725-3019

www.cted.wa.gov,

and then click on Local Government /

Community Development Programs / Capital Programs